Technology Plan 2007
Kentucky Department for Libraries & Archives

All Libraries should have a viable technology plan. Use of this form will enable your library to begin the process of developing a technology plan, and this form itself may be sufficient for many smaller libraries. This plan should be incorporated as part of your long range plan.

Also, all libraries applying for discounts under the Telecommunications Act of 1996, must have a technology plan completed and submitted to KDLA for acceptance before the E-rate application process is complete.

Completion of a Technology Plan is required by the FCC for application under this act.

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ALL SECTIONS *MUST* BE COMPLETED FOR KDLA PLAN ACCEPTANCE

Library System Information: **This plan is for:**

_____ The system's central library and all branches (list name, address and other information for the central library in the space provided below and list the name and address of each branch on page 4)

_____ The central library only, each branch will submit it's own **Technology Plan** -- *you will need to make additional copies of this form for each branch* (list name, address and other information for the submitting library in the space provided below and list the name and address of each branch on page 4)

_____ A branch library only (list name, address and other information for the submitting branch library in the space provided below)

_____ This library system has no branches (list name, address and other information for the submitting library in the space provided below and leave page 4 blank)

Submitting Library

Name:_____Telephone:_____

Address:_____

City:_____State:_____Zip:_____

Library Director:_____

Telephone:_____ E mail:_____

Technology Contact Person:_____

A copy of our *Long Range Plan* is on file at the State Library: _____ Yes _____ No

To qualify as an approved Technology Plan for a Universal Service discount, the plan must meet the following five criteria that are core elements of successful school and library technology initiatives:

1. The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services;

2. The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education or library services;

3. The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services;

4. The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategy; and

5. The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Note: If a previously approved plan does not contain all of the five required elements, that plan should be updated to include the missing elements. Technology plans must include all five elements.

THREE YEAR LIBRARY TECHNOLOGY PLAN
FOR THE E-RATE PROGRAM

1.   LIBRARY MISSION STATEMENT AND GOALS

2.   CURRENT TECHNOLOGY OVERVIEW
        Summarize the current use of technology to accomplish the library's mission and goals.

Have you done a Technology Inventory / Assessment in the past year?   ___Yes

Budget Summary

Use the following budget summary or insert/attach your own budget summary if available. Be certain to identify those costs dependent on the E-rate program and those paid from local or other funds.

List amounts budgeted for:

	FY2007-08	FY2008-09	FY2009-10
Voice Telecommunications Services:	$_____	$_____	$_____
Other Telecommunications Services:	$_____	$_____	$_____
Internet Service Providers:	$_____	$_____	$_____
Computer Equipment:	$_____	$_____	$_____
Computer Software:	$_____	$_____	$_____
Other Computer Related Equipment:	$_____	$_____	$_____

Attach additional pages if needed

3. TECHNOLOGY PLAN
   Briefly describe your strategy for using information technologies to integrate, support or extend services and/or to assure an efficiently and effectively managed organization in the future.

4. TELECOMMUNICATIONS SERVICES
   Describe the telephone and data services you have and that you will need over the next 3-5 years.

5. HARDWARE AND SOFTWARE PRODUCTS
   Describe the telecommunications hardware and software you have and that you will need over the next 3-5 years.

6.   NETWORK CONNECTIONS AND INTERNET SERVICES
    Describe the status of network connectivity (LAN/WAN) that you have and that you will need over the next 3-5 years. Describe your current level of Internet service and what you will need over the next 3-5 years.

7.   STAFF DEVELOPMENT
    Describe the level of staff development you have and that you will need over the next 3-5 years.

8.   SUPPORT
    Describe the level of staff and/or vendor support for technology you have and that you will need over the next 3-5 years.

9.   PLAN REVIEW AND UPDATING
    Describe the process for reviewing and updating your technology plan on a periodic basis.

Submitted by: _____Title: _____
Date: _____
Approved at KDLA:_____
Date: _____

Addendum: Additional Library (branch) Information:

Branch Library

Name:_____

Address:_____

City:_____State:_____Zip:_____

Branch Library

Name:_____

Address:_____

City:_____State:_____Zip:_____

Branch Library

Name:_____

Address:_____

City:_____State:_____Zip:_____

Branch Library

Name:_____

Address:_____

City:_____State:_____Zip:_____

Make additional copies, if needed